

AMENDMENT 1 RECORDS RETENTION SCHEDULE APPROVAL REQUEST

Submit three copies with three copies of the Records Retention Schedule, DHS/STD 73. (See reverse for additional space.)

Division

DDWEM

Section(s)/unit

Branch(es)
Technical Programs Branch

Technical Operations

Address (number, street, city)

601 North 7th Street, Sacramento, CA 95814

GS code(s)

83082

Index(s)

4150

TO: Department of General Services

Check the appropriate box:

- (2) ☐ New schedule of records that have never been scheduled. (Complete boxes 5–8.)
- (3) ☐ Revising a previous schedule. (Complete boxes 5–12.)
(A new approval number will be assigned.)
- (4) ☒ Amending some pages of a previous schedule. (Complete boxes 8–12.)
(The original approval number will remain in effect.)

(916) 322-8705

NEW SCHEDULE INFORMATION (If applicable)	(5) Schedule number	(6) Schedule date	(7) Number of pages	(8) Cubic feet (Total schedule)
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) Schedule number(s) 254	(10) Approval number(s) 97-092	(11) Approval date(s) 4/14/1997	(12) Page number(s) revised 10 of 13

PART I—AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) Signature—Manager directly responsible for the records

(14) Title

(15) Date signed

Senior Sanitary Engineer

9-5-01

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) Signature—Records Management Analyst

(17) Title

DHS, Records Coordinator

(18) Name (printed or typed)

(19) Telephone

916-323-9268

(20) Date signed

9-11-01

PART II—DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(21) Signature—SRMO Consultant

(22) Approval number

97-092

(23) Title

(24) Date signed

9/21/01

PART III—ARCHIVAL SELECTION (Per Government Code, Section 14755)

ARCHIVES USE ONLY

THE ATTACHED RECORDS RETENTION SCHEDULE:

(25) ☐ Contains no material subject to further review by the California State Archives.

(26) ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1671 of the State Administrative Manual.)

(27) Signature—Chief of Archives

(28) Date signed

10/3/01

CALIFORNIA
STATE ARCHIVES

**CALIFORNIA DEPARTMENT OF HEALTH SERVICES
PREVENTION SERVICES
DIVISION OF DRINKING WATER AND ENVIRONMENTAL MANAGEMENT**

(916) 322-2308
FAX: (916) 323-9869

CHIEF
David P. Spath, Ph.D.

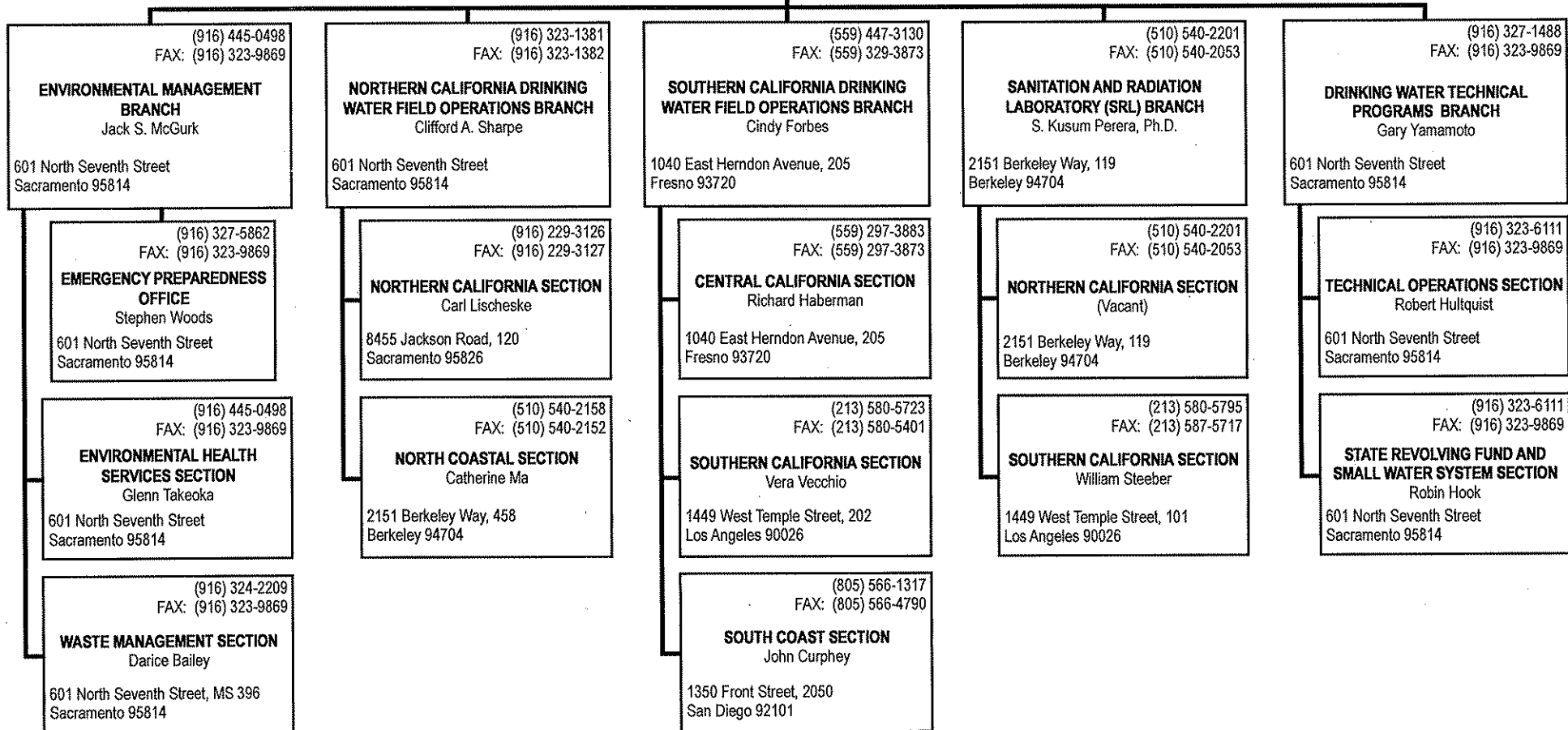
601 North Seventh Street
Sacramento 95814

(916) 322-2308
FAX: (916) 323-9869

ASSISTANT CHIEF
Rufus B. Howell

601 North Seventh Street
Sacramento 95814

97-092



RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See Instructions on reverse
and in SAM 1600

DEPARTMENT (1) Health Service		SCHEDULE NUMBER (2) 254	11/12/96
ORGANIZATIONAL UNIT Drinking Water Program GS # 83082		PAGE 1	OF 13
ADDRESS (Number Street City) 601 North 7th Street, MS 92, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-092	

ITEM NUMBER (Triple space between items) (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<p>The Public Water Supply Branch (Retention Schedule 151) was reorganized to the Office of Drinking Water in 1990. In 1993, there was another reorganization in which the Office of Drinking Water became the Drinking Water Field Operations Branch and the Drinking Water Technical Programs Branch within the Division of Drinking Water and Environmental Management.</p> <p>This Schedule is for the Drinking Water Technical Programs Branch and the headquarters section of the Drinking Water Field Operations Branch (DWFOB). There are four sections within the DWFOB broken down by region, Northern California, North Coastal Section, Central California, and South Coastal. A separate Records Retention Schedule will be submitted by each region. Therefore, the DWP will have a total of five Record Retention Schedules on File.</p> <p>MISSION STATEMENT</p> <p>The Department of Health Services has direct responsibility for assuring that public water supply systems provide safe water to California residents. Through local health agencies the Department regulates the quality of water delivered by thousands of smaller water systems throughout the State. The principle objective of Drinking Water Program (DWP) is to ensure that domestic water supplies meet standards of quality, safety and reliability as set by the United States Environmental Protection Agency and Federal laws.</p> <p>The Water Treatment Operator Certification Program (WTOC) examines and certifies individuals to operate public water treatment plants in California. The Program maintains certification files for approximately 10,000 certified operators and materials related to the evaluation of applicants for certification.</p> <p>The Water Treatment Device Certification (WTD) Program evaluates and certifies water treatment devices for sale in California. This Program maintains certification files for approximately 250 certified models and materials related to the evaluation of applicants for certification.</p> <p>The Drinking Water Additives (DWA) Program provides technical assistance to public water systems regarding chemicals and materials that have been authorized for use by public water systems in the treatment and distribution of drinking water.</p> <p>The Emergency Clean Water Grant (ECWG) Fund administers a public works program which provides grants and loans to public water systems in need of financial assistance to make improvements to the water system so that it can provide a safe and continuous supply of drinking water.</p> <p>This Records Retention Schedule does not contain any Vital Records.</p>								

*Provide total of office and departmental

RECORDS RETENTION SCHEDULE

Division (1) DDWEM	Branch(es) Technical Programs Branch	DHS schedule number (2) 254	Date (3) 8-31-01
Section(s) Technical Operations		GS code 083082	Page of pages (4) 10 of 13
Address (number, street, city) 601 North 7th Street, Sacramento, CA 95814			GS approval number (5) 97-092

See instructions on reverse and in SAM 1600

ITEM NUMBER (Triple space between items) (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
53	82.0		WATER TREATMENT OPERATOR CERTIFICATION (WTOC) RECORDS OPERATOR CERTIFICATION FILES	P		Active			Active		BECOMES NON-ACTIVE WHEN CERTIFICATE IS REVOKED
54	2.0		RENEWAL FILES	P		Active + 2			Active + 2		BECOMES NON-ACTIVE AT END OF NEXT RENEWAL CYCLE
55	30.0		APPLICATIONS	P		Active +2			Active + 2		BECOMES NON-ACTIVE 12 MONTHS AFTER NEW REGS TAKE EFFECT
56	3.0		EXAMS	P		Active + 6 MO			Active + 6 MO		BECOMES NON-ACTIVE AT END OF EXAM CYCLE
57	50.0		WATER TREATMENT OPERATOR DEVICE CERTIFICATION (WTDC) RECORDS DEVICE CERTIFICATION	P		1Yr.		4 Yr.	5 Yr.		
58	7.0	NOTIFY ARCHIVES	DRINKING WATER ADDITIVES DRINKING WATER ADDITIVES	P		Active +2			Active +2		BECOMES NON-ACTIVE WHEN LISTING IS REVOKED

*Provide total of office and departmental storage only.

Memorandum

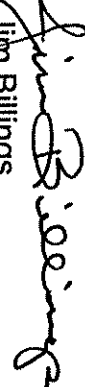
97-092

Date: September 12, 2001

To:

Jack Fort, CMIM, Consultant
State Records and Document Management Program
Department of General Services
1500 Fifth Street, Suite 101

From:


Jim Billings
Records Management and Administrative Support
Administration
1800 Third Street, Room 455
916-323-9268

Subject: DHS Records Retention Schedule 254 – Approval Number 97-092

Jack, attached for your review and approval is Department of Health Services, Records Retention Schedule (RRS) 254, DGS approval number 97-092, amendment 1.

I am aware of the short duration period left before this schedule expires in 2002 and I have made that fact known to this office, however, the lack of office storage space has become a critical issue and using the State Records Center to store inactive records is the best solution for this situation. Therefore, you will find the only change to this RRS is item 57, *Device Certification*, which changes the retention period in office from "active" to "one year in office" and "4 years at SRC". This change will allow program to immediately ship records to SRC for storage.

If you have questions, please do not hesitate to contact me. Thank you.

Attachments